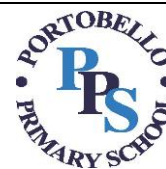
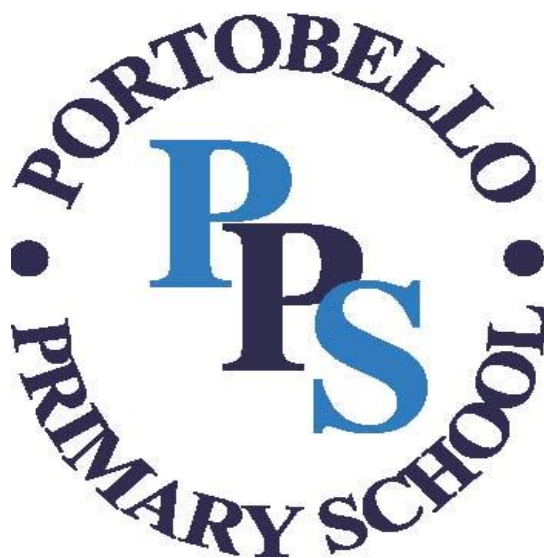




Portobello Primary School



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Breakfast Club Policy

2021 - 2023

Ratified by Governors: March 2021

Review date: March 2023



Portobello Primary School



Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To provide an affordable, early drop off childcare facility for parents/carers;
- To continue to build positive links/relationships with parents;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

There will always be a minimum of two Breakfast Club Supervisors at each session. Further to this, staffing will follow the ratio of 1:10. Staff will be on site from 7:30am to set up ready to open at 7:45am. A member of staff qualified to administer First Aid will be available at each session.

In addition to Breakfast Club staff, the caretaker will be on site from 7:00am and the Headteacher or SBM will be on site from 8:00am.

Contingency Arrangements for Staff Absences and Emergencies

If a member of Breakfast Club staff is absent, they must ring the Headteacher who will arrange cover. Cover will be provided by a named volunteer.

Booking Arrangements & Charges

Bookings ideally to be made by a Friday for the following week ahead to ensure staffing to be put in place accordingly. In exceptional circumstances bookings can be made at least one day in advance if necessary, parents/carers to inform the school office by email or telephone to request as the booking system may need reopened to allow the booking/payment to be made.

Bookings can be made for regular sessions or one-off occasions using SIMS Pay. Sessions cost £3.00 per child and should be paid for at the point of booking via SIMS Pay.

Reports are printed off weekly by Mrs Lister who is responsible for ensuring all breakfast club bookings are logged correctly, this also allows school to plan staffing for the number of pupils expected on site.

Use of Registers

Children will be registered as they are admitted by the main door by one of the Breakfast Club staff on duty. The register will be kept in the main school office.

Cooking and Serving Facilities:

- Only Breakfast Club staff will operate the toasters.
- All electrical equipment must comply with school risk assessments.
- One member of Breakfast Club staff will oversee preparing and serving food and ensuring that staffroom kitchen facilities are left tidy.



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- Allergy information should be updated regularly, and Breakfast Club staff have access to this. Parents must ensure any changes regarding allergies are reported to school immediately.

Organisation

- Breakfast club will be open to pupils from Early Years, KS1 through to Year 6 from 7:45a.m. – 8:50a.m.
- Children will be admitted and registered at the main entrance and should then proceed to the school hall.
- Breakfast will be served from the kitchen hatch as soon as the children arrive. Drinks will be available on the tables.
- Once children have finished their breakfast, they then take their plates to be cleaned and go to the range of tabletop activities available.
- Children will only use the Key Stage 2 school toilets (addendum: during COVID-19 pandemic children will use their class bubble designated toilet)
- Children will need to help with tidying up equipment used at 8:35a.m for children in KS2 and at 8.45am for KS1 children, then one of the supervisors will take them to wait outside their classrooms.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

Resources

Breakfast club resources are kept in the meter cupboard outside the staffroom. The key to the meter cupboard is in the school office. All electrical equipment must be PAT tested before use.

Behaviour

Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

Communication with Parents

- ADDENDUM: DURING COVID-19 PANDEMIC PROCEDURES ALL MESSAGES SHOULD BE PHONED OR EMAILED THROUGH TO SCHOOL OFFICE, TEL: 0191 4104571 / EMAIL portobelloprimaryschool@gateshead.gov.uk
- Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers. A note of these messages should be recorded in a notebook which is passed to the office who will convey the message.
- Written notes to parents from the Breakfast Club Staff will be passed on via the child's classroom teacher.
- Parents may make appointments with a member of the Management committee and Breakfast Club Staff to discuss matters/issues pertaining to the Breakfast Club.



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Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the school office.
- Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit.
- They will congregate in the infant school playground.
- The club register should be taken outside, and all names checked.

Medication

- Inhalers are kept in the children's classrooms. If a child needs an inhaler, a member of the Breakfast Club Staff will escort the child to their classroom and a First Aider will observe that the medication has been taken correctly.
- All other medication administered will follow the existing school policy.

Cancellation

ADDENDUM: DURING COVID-19 PANDEMIC PROECUDRES BREAKFAST CLUB MAY CLOSE WITH IMMEDIATE NOTICE

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. Should parents have made bookings via SIMS Pay and school closes the funds paid for any days when school is closed will be rolled over for when school reopens, and parents will be informed.

In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone or text before 7:30am.
- During Adverse weather conditions school closure will be reported via normal procedures.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club will be investigated by a member of the management committee and a record kept of the outcomes.

Breakfast Club Staff

Mrs M Gill

Mrs K Beveridge

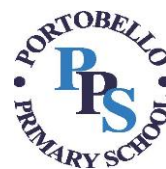
Volunteers

1st Aiders

Mrs S. Duffy



Portobello Primary School



Management Committee

Mrs J Humphrey (Headteacher)

Mrs L Brooks (Deputy Headteacher)

Mrs J Lister (School Business Manager /Extended Schools Co-ordinator)

Mrs M O'Connor (Governor)